



March 2014

DCS Time Considerations for Solicitation and Selling

The [DCS Code of Conduct](#), section M, defines a range of appropriate times for selling and solicitation when at work.

“Guidelines for Solicitation and Selling on DCS Property” was an article that appeared in the November, 2013 **DCS Connection** that explained some of the privileges and responsibilities that a DCS worker experiences when engaging in selling at work. Generally, goods and services for nonprofit organizations, such as Girl Scout cookies, can be sold at work. Permission must always be sought first. DCS workers must follow the chain of command by asking permission from their immediate supervisor before selling or soliciting. An additional stipulation is that *“these activities do not interfere with agency operations.”*

The Code of Conduct has different time standards for when these activities can – and cannot – be carried out. These include:

During working hours: *“Solicitation of staff for funds, membership, or individual commitment to outside organizations or causes”* is generally permitted with the express permission of the employee’s supervisor. *“Staff may sell items for not-for-profit organizations, such as schools or the Girl Scouts, in a DCS office.”* This may be done on during working hours, **but not on State time** (i.e. both the buyer and the seller must both be on a lunch break etc.). Additionally, a supervisor should not attempt to sell to his or her subordinates and employees in general are not permitted to sell to contractors they oversee, clients, or the public.

During non-working hours: The *“ordering and delivery of any items sold must be done during non-working hours”*.

At home during off-duty hours: The agency may approve the employee posting items for sale *“on a bulletin board, either electronic or otherwise”*. The seller *“shall indicate*

that he/she may be contacted at home during off-duty hours.” Also “the posting, ordering, and delivery of any items are not done during working hours”.

May I sell or solicit during my lunch and break times during my work day?

Breaks are considered compensable work time and employees are paid for breaks. Meal periods are not compensable work time. DCS workers have one hour lunch hour and morning and afternoon breaks of 15 minutes each for a work day of 7½. hours. Most DCS offices are open to the public from 8 a.m. until 4:30 p.m. Some offices many have flexible work times that go outside these hours. Workers should consider that some other workers may be on a different schedule before they engage them in soliciting or sales activity.

Selling and soliciting activity can probably occur during lunch but might not during breaks. Always check with your supervisor if you have questions.

If you have additional questions contact your supervisor or send an email to the Ethics@dcsln.gov.

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